

NUMBER \_\_\_\_\_

**PROPOSED COUNCIL STUDY ISSUE**

**For Calendar Year:** 2004

**New**      **X**

**Previous Year (below line/defer)**

**Issue:**    Review processes for handling Council questions of staff

**Lead Department:**    OCM

**General Plan Element or Sub-Element:**

**1.    What are the key elements of the issue? What precipitated it?**

This issue originated from an inquiry by a City Council subcommittee into the alleged violation by a City Councilmember and the City Manager of provisions of the City Charter, the City Council Code of Conduct and the City Council Code of Ethics. The subcommittee found no violation of any City policy (Report to Council No. 03-374).

On October 21, 2003, the City Council affirmed the subcommittee's findings and directed the City Manager to review, evaluate and make appropriate changes to existing processes for handling Council questions of staff. City Council also directed that additions and/or changes be made to the City Council Code of Conduct and Code of Ethics to clarify proper protocol for Council communications with City staff.

This study issue will involve:

- Reviewing existing policies and practices that staff follow in handling Council questions of staff, and making a recommendation, if appropriate, to change or augment existing City policies and/or internal procedures relating to Council questions of staff;
- Exploring the development of additional guidelines in the City Council Code of Conduct and Code of Ethics to clarify proper protocol for Council communications with City staff.

**2.    How does this relate to the General Plan or existing City Policy?**

*Legislative Management Sub Element Goal 7.3B:* Assure that City policy is established, documented and enacted according to established procedures and legal principles.

**3.    Origin of issue:**

**Councilmember:**    Council as a whole

**General Plan:**

Staff: \_\_\_\_\_

**BOARD or COMMISSION**

Arts	Housing & Human Svcs
Bldg. Code of Appeals	Library
BPAC	Parks & Rec.
CCAB	Personnel
Heritage & Preservation	Planning
Board / Commission Ranking/Comment:	

\_\_\_\_\_ Board / Commission ranked \_\_\_\_\_ of \_\_\_\_\_

4. Multiple Year Project? No Expected Year of Completion 2004

5. Estimated work hours for completion of the study issue.

(a) Estimated work hours from the lead department 125

(b) Estimated work hours from consultant(s): \_\_\_\_\_

(c) Estimated work hours from the City Attorney's Office: 25

(d) List any other department(s) and number of work hours:

Department(s): \_\_\_\_\_

Total Estimated Hours: 150

6. Expected participation involved in the study issue process?

(a) Does Council need to approve a work plan? No

(b) Does this issue require review by a Board/Commission? No

If so, which Board/Commission? \_\_\_\_\_

(c) Is a Council Study Session anticipated? Yes

(d) What is the public participation process?

7. Estimated Fiscal Impact:

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<b>Cost of Study</b>	<b>\$</b>
<b>Capital Budget Costs</b>	<b>\$</b>
<b>New Annual Operating Costs</b>	<b>\$</b>
<b>New Revenues or Savings</b>	<b>\$</b>
<b>10 Year RAP Total</b>	<b>\$</b>
<b>Budget Modification Needed</b>	<b>\$</b>

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8. **Staff Recommendation**

☒ **Recommended for Study**  
☐ **Against Study**  
☐ **No Recommendation**

**Explain below staff's recommendation if "for" or "against" study. Department director should also note the relative importance of this study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.**

On October 21, 2003, the City Council directed staff to evaluate the procedures by which staff handles Council questions. The proposed study issue is a result of this Council direction.

*reviewed by*

\_\_\_\_\_  
**Department Director**

\_\_\_\_\_  
**Date**

*approved by*

\_\_\_\_\_  
**City Manager**

\_\_\_\_\_  
**Date**